

## **CERTIFIED DISABILITIES PROGRAM**

### **A. Background**

The Iowa Certified Disabilities Program offers Iowa Vocational Rehabilitation clients the opportunity to be certified for Class A state positions or classes, thereby bypassing the usual written testing procedures. Such certification should be used only for those clients for whom normal competitive procedures constitute an undue hardship and who, because of their disability, would not be competitive for state employment. If a client can test competitively for positions for which they have the minimum qualifications, they should follow the same procedures as other persons.

When an IVRS client is on the certified employment list through the Certified Disabilities Program and a specific employment opportunity is identified within state government, every effort should be made to contact the employing agent to determine if any specified IVRS service may be applicable to increase the employability of the IVRS client.

The Department of Administrative Services (DAS) will notify IVRS with information about state employment opportunities. Every means available should be used to distribute timely information of these opportunities to the Agency's professional staff. Vacancy opportunities should be matched with clients who have the potential to meet the minimum qualifications for the position or classes. The Resource Manager for Business Initiatives can provide assistance with employment connections through DAS.

### **B. Procedures**

1. Certification of clients for the Certified Disabilities Program. Following the professional staff member's decision to certify a client for state employment in a Class A position, the CDP %Certification of Eligibility+form will be completed and forwarded to the Department of Personnel, Certified Disabilities Liaison Representative, along with a completed State of Iowa application form. The application form must reflect at least the minimum level qualifications for the position or class. The form and certification will be sent to the following to be forwarded to DAS:

Iowa Vocational Rehabilitation Services  
ATTENTION: Resource Manager for Business Initiatives  
510 E. 12th Street  
Des Moines, Iowa 50319

August, 2007



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2. After review of the CDP form and application, DAS will:
  - a. review the application for minimum qualifications for each class applied for;
  - b. check the CDP form for completion;
  - c. provide the DAS signatures for the CDP form; and
  - d. send a copy of the CDP form to the counselor and to the applicant.
3. Information concerning DAS's approval or disapproval of the client's certification will be forwarded through the counselor, to the client's casefile. Such information will be filed in the correspondence section of the casefile.

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